USQ APA 7 Referencing Guide

University of Southern Queensland
Disclaimer

This USQ APA 7 referencing guide is based on the following manual:


If you believe copyright work that is available within this guide constitutes copyright infringement, please complete the USQ Copyright Infringement Notification Form.
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Welcome to the USQ APA 7 Referencing Guide.

This guide is the official USQ APA 7 Referencing Guide and is based on the following manual:


The aim of this guide is to provide basic referencing information only. Refer to the *Publication manual of the American Psychological Association* (7th ed.) for more comprehensive information and consult your course materials and your course examiner to confirm any specific referencing requirements for your course.

If you are printing or downloading the guide, check the USQ referencing website regularly to ensure that you are using the latest version.

*Last updated June 2020*
APA 7 Referencing Style Essentials
1. Fundamental Principles

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APA Referencing Style

Academic conventions and copyright law require that you acknowledge when you use the ideas of others. In most cases, this means stating where (i.e. which book, journal article, website, etc.) you sourced the idea or quotation.

As a university student, you are expected to read within your subject area/s, and to refer to such writings within your assessment tasks. Referring to the writings of researchers in your subject area shows your course examiner that:

• You have studied the topic
• You are aware of current knowledge within the topic, and
• You can use the ideas of others to develop and support an argument or point of view.

It also allows your reader to locate the source should they wish to access it themselves.

To clearly differentiate your own thoughts from those of the experts whose work you are referring to, you need to provide a reference when you refer to the ideas or work of others. The reference, or citation, must follow the conventions of the referencing style stipulated by your course examiner.

Most USQ courses require you to use APA, Harvard AGPS, or AGLC. Your course materials should direct you to which one you need to use. If not, check with your course examiner.

This APA 7 guide draws from:

• APA Style homepage (https://apastyle.apa.org/).
• APA Style blog (https://apastyle.apa.org/blog).

The aim of this guide is to provide basic referencing information. For more detailed information about how to write, structure and publish to APA standards, refer to the Publication manual and/or the APA Style blog.

University policy mandates the use of the APA Style defined by this referencing guide.
Key terms

- **Bibliography**

  A bibliography is similar to a reference list, however, it can include resources used during research that are not cited in the assignment. APA Style does not use a bibliography. Use a reference list.

- **Creative Commons (CC)**

  Creative Commons (CC) is an organisation that provides alternatives to standard copyright licenses. A CC license allows creative work to be shared within specified parameters. Always check what the specific CC license allows.

- **DOI**

  A Digital Object Identifier (DOI) is a unique name assigned by the International DOI Foundation that provides a persistent link to a resource’s location on the Internet. When a DOI is available, no further retrieval information is needed to locate the content.

- **et al.**

  An abbreviation for ‘et alii’ which means *and others.*

- **Hanging indent**

  APA requires the Reference list to be formatted with a hanging indent. This means that the first line of each item in the list will be set to the left margin and subsequent lines will be indented (half an inch, or five to seven spaces).

- **In-text**

  Brief information about the source of your ideas. The in-text citation is provided where you used the idea, usually in the same sentence. APA Style in-text citations include the author and date of publication. Sometimes called ‘citation’ or ‘in-text reference.’

- **Paraphrasing**

  Paraphrasing is the expression of ideas and information in your own words. It involves completely altering the sentence or paragraph structure. You must acknowledge the source/s when you paraphrase.

- **Periodical**

  A publication that is published at regular intervals, such as a journal, magazine, or newspaper.

- **Reference list**

  The reference list is where you provide the information necessary for your reader to identify and retrieve the sources you used for your assignment. To format your reference list, follow the guidelines under the heading ‘Formatting the reference list’ in this guide.

- **Secondary citation**

  A secondary citation is used when you cite a work that you found cited in another source, AND you cannot locate the original work. For guidelines on how to create a secondary citation see ‘Authors citing other authors’ under the heading ‘Variations in authors/creators’ in this guide.
• **URL**

A Uniform Resource Locator (URL) is a website address.

**When to cite**

You need to include a citation every time you:

• Quote directly from someone else’s work
• Paraphrase someone else’s ideas
• Quote directly or paraphrase from your own previous work, including an assignment
• Use an image
• Use numerical data or datasets

Citing your sources not only demonstrates that you are using the ideas from others in your field of study – and hence reading in that area – but also allows the reader to identify and locate that source for themselves.

**Reference components**

APA citations include four components: who, when, what, and where. These components enable the reader to locate the source.

**Abbreviations**

The following abbreviations may be used when referencing in APA (American Psychological Association, 2020, pp. 306-307).

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors)</td>
</tr>
</tbody>
</table>
Paraphrasing

Paraphrasing is when you summarise the ideas, concepts or words from the work of someone else, or from your own previous work. Changing only a few words from someone else’s work does not constitute paraphrasing. Paraphrasing involves completely altering the sentence structure and rewriting the information in your own words. Refer to the resource Developing Academic Skills: Paraphrasing and Synthesis for more information.

**When to include page numbers**

According to the *Publication Manual of the American Psychological Association* (7th ed.), when paraphrasing or referring to an idea in another work, you are not required to provide a page number for paraphrased material. However, you may include page numbers when a work is particularly long and it might be useful for the reader. If you choose to include page numbers, they should appear after the year of publication, as shown in the following examples:

- Soil layers below the well tip contribute relatively little water (Kozeny, 1988, pp. 223-224).
- Kozeny (1988) found soil layers below the well tip contributed little (pp. 223-224).

**Direct quotes**

Quotations or quotes are when you use the **exact words** of someone else, or from your own published or unpublished work. Quotations **must** be referenced with page numbers. For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation ‘para.’ (e.g. Broome & Davies, 1999, para. 5).

- Quotations of less than 40 words (approximately) should form part of the text and be designated with double quotation marks.
  - e.g. Students receiving “additional information literacy training achieved higher grades than students who did not attend any skills’ sessions” (Capel, 2002, p. 323).
- With quotations of 40 or more words DO NOT use quotation marks; begin the quotation on a new line
and indent it half an inch. Double-space the quotation.

**Block quotation example:**

A number of studies have explored the relationship between personality and culture.

Doi (1973) has postulated *amae* as a core concept of the Japanese personality. The root of this word means “sweet,” and loosely translated, *amae* refers to the passive, childlike dependence of one person on another. It is said to be rooted in mother-child relationships. (Matsumoto & Juang, 2008, p. 278)

- Quotes should be written exactly as they appear in the source (including spelling, punctuation etc).
- Do not omit or alter citations embedded within the quote.
- A citation within the direct quote is not included in your Reference list unless cited elsewhere in your work. In the example above, the 2008 publication (the source of the quote) is included in the list of references but the 1973 work mentioned within the quote is not, unless it is used as a source elsewhere in the work.

**Formatting your APA paper**

In general, USQ APA formatting requires work to be double-spaced including the headings, quotations, references and figure captions. Triple- or quadruple-spacing may be applied in special circumstances such as before and after displayed items. Single or one-and-a-half line spacing is never used except inside tables or figures, or as directed.

11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia or 10-point Computer Modern are all acceptable fonts in APA 7. Refer to your course outline for further advice.

**In-text citation**

For works with more than one author, list the author names in the order they appear in the source.

For separate works from different authors, list them alphabetically, with each separated by a semicolon. E.g. (Haddon, 1969; Larsen, 1971).

Use the author-date style method of citation for quotations (exact words of another author/creator) and paraphrasing (summarising the words and ideas of someone else).

**Note:** Page numbers have not been included in in-text citations for paraphrased material in this APA referencing guide. Please consult your course examiner and/or your course outline to determine whether you are required to include (or omit) page numbers for paraphrased material.

**Formatting the reference list**

- The reference list should include only the sources you cite in your submission.
- APA Style requires reference lists, not bibliographies.
- The reference list begins on a new page. The heading **References** is centred at the top of the page in bold type.
• **Double-space** all reference entries (Note: To reduce printing costs, reference examples shown in this guide are single spaced. The only exception to this is the Sample Reference list which is double spaced and formatted with hanging indents, as per APA requirements).

• The first line of every reference list entry should be flush left, and the second and subsequent lines should be indented half an inch (five to seven spaces).

• Hyperlinks should be live if the work will be read or published online. **Note**: Hyperlinks are live in the referencing examples shown in the web and PDF versions of the guide.

• Arrange entries in **alphabetical order** by the surname of the first author as the letters appear (e.g. M, Mac, MacD, Mc).

• For works with more than one author, list the author names in the order they appear in the source.

• If more than one work by an author is cited, list these by earliest publication date first.

• If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a, 1983b).

• If there is **no author**, the title moves to the author position (filed under the first significant word of the title). If the title in this instance begins with numerals, spell them out.

### Where do I find the information?

If you choose to download a citation for the source you are using (e.g. from databases or software such as Endnote) be careful to check the accuracy of the citation before including it in your assignment because errors in downloaded citations are common.

#### Books

• The title page of a book should provide:
  ◦ The title
  ◦ Subtitle
  ◦ Name of the author/s (or creator, editor, etc.)
  ◦ Publisher’s imprint (publisher’s name).

• The reverse of the title page (also known as verso-title, imprint or reverse-title page) provides a lot more information, including:
  ◦ Publisher’s name
  ◦ Name of the editor, designer, photographer, etc., as appropriate
  ◦ Copyright notice (including the year of copyright)
  ◦ A list of editions and reprints
  ◦ Details of other volumes in a multi-volume work.

#### Journals

• The front page of a journal article should provide the information required for your citation but you may also need to look in the database entry or journal table of contents. Look for:
  ◦ Title of the article
  ◦ Title of the journal
  ◦ Author/s
  ◦ When the article was published, including the year, volume and issue numbers
A DOI (most recently published online articles will have a doi)

- Make a note of the URL if the article does not have a DOI.
- You also need the page range: the first and last page numbers.

**Internet sources**

- The goals of a citation for an online source are to credit the author/creator and to enable the reader to find the material.
  - You are looking for the ‘who’ (author), ‘when’ (date) and ‘what’ (title) elements. There is no standard place on a website to locate this information.
  - For the ‘where’ element, direct readers as closely as possible to the information; whenever possible, use the URL for the exact page.
  - A URL replaces the name of the publisher typically provided for text references. For websites where information may be updated regularly, also include a retrieval statement, with date.
  - If the source undergoes regular revision, the date for the most recent update should be used.
  - It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number). This may include the format of the source.
  - For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation ‘para.’ (e.g. Broome & Davies, 1999, para. 5).

- To provide specific information from a website or web document within the text of an assignment, you must provide both an in-text citation and an entry in the reference list. Use the exact URL for the web page that has the information you are citing.

- The only time you provide the URL of the entire website is:
  - When you mention it in passing – e.g. Comprehensive information about the University of Southern Queensland can be found at the University’s website (https://www.usq.edu.au/). In this instance, you include an in-text citation only.
  - When the specific information you are citing is on the home page. In this instance, follow the guidelines for how to cite and reference a web page or web document.

- When citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document.

**What if I can’t find an example of the source type I want to reference?**

This referencing guide includes examples for a wide range of source types however it does not provide an example for every different source type that you may need to reference. If you are unable to find an example for the source type, you need to:

- Think about your source type. Are there a few different types it might possibly be but you’re not sure which of those it actually is? If so, have a look at the guidelines for each of the different types it might be. The guidelines for creating the citation might be the same.
  - E.g. The guidelines for how to reference a web page and how to reference a web document are the same.
- Consider combining different elements from more than one example within the guide.
  - E.g. To cite a newspaper article where you do not know who the author is, you will have to follow guidelines for both of the following:
Additional help

Contact the Library or consult the following:

  
  Call number 808.06615 PUB

- APA Style homepage: (https://apastyle.apa.org/)
- APA Style blog (https://apastyle.apa.org/blog/).

**While the Library is not responsible for checking lists of references** we can refer you to our referencing guides and the published manuals listed to help you ensure the accuracy of your referencing.
II

Reference and in-text citation examples
2. Variations in authors/creators

This chapter includes guidelines for how to complete the author-date part of both the in-text and reference list citation for a variety of different author types and combinations. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide, depending on the source type of the material.

In this chapter:

- Single author
- Different authors with same surname
- Two authors
- Author as publisher
- Three to twenty authors
- Acknowledging translators, compilers, editors, revisers or illustrators
- Twenty-one or more authors
- Edited book/collection
- Unknown author
- Authors citing other authors (secondary citations)
- Corporate (group) author
- Titles such as Junior, Senior, Fourth
- Multiple works by same author
- Author name spelling

1. SINGLE AUTHOR

- Include the author surname and the year of publication in every in-text citation.

**In-text**

(Author Surname, Year)

**Examples:**

The environmental aspects of… (Calder, 2009).

Calder (2009) states that …

**Reference**

Author Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

**Example:**


2. TWO AUTHORS

- Include both author surnames and the year of publication in every in-text citation.
- Cite the authors in the order they appear in the source.
- Use ‘&’ when in brackets and in the Reference list. Use ‘and’ in running text.
### In-text

(Author A Surname & Author B Surname, Year)

**Examples:**

The research challenges… (Bernstein & Tiegerman, 1989).

Bernstein and Tiegerman (1989) have illustrated…

### Reference

Author A Surname, Initial., & Author B Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

**Example:**


### 3. THREE TO TWENTY AUTHORS

- Provide the first author surname only, followed by “et al.” and year of publication for every in-text citation.
- Include all author surnames and initials in the Reference list.
- Cite the authors in the order they appear in the source.

#### In-text

(Author A Surname et al., Year)

**Example:**

(Curwen et al., 2000)

#### Reference

Author A Surname, Initial., Author B Surname, Initial., Author C Surname, Initial., Author D Surname, Initial., & Author E Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

*Note: Authors A-E are presented above. If the source you need to cite has more than five authors, follow the format above and continue to add as many author names as required, up to twenty (i.e. Authors F-T).*

**Example:**


### 4. TWENTY-ONE OR MORE AUTHORS

- Provide the first author surname only, followed by “et al.” and year of publication for every in-text citation.
- For the Reference list, include the first nineteen author names, followed by an ellipses (…) and then the final author’s name.
- Cite the authors in the order they appear in the source.
## In-text

(First Author Surname et al., Year)

**Examples:**

Oliveros et al. (2019) discussed …

Strategies aimed … (Oliveros et al., 2019).

## Reference


**Examples:**


## 5. UNKNOWN AUTHOR

a) **Anonymous**

- If the work is signed ‘Anonymous’, treat it as if ‘Anonymous’ is the author’s true name. This is the only time Anonymous should be used.

b) **No author/editor**

- Move the title to the author position. In text, use the first few words of the title, or the whole title if short.
- If the title of the work is italicised in the reference list, italicise the title in-text. If the title is not italicised in the reference list, use double quotation marks around the title in-text and use title case.

## In-text

a) (Anonymous, Year)

b) *(Title shortened), Year*

("Title shortened," Year)

**Examples:**

a) … as was argued (Anonymous, 1996).

b) These effects can be seen in … *(Psychological effects, 1999).*

*Psychological effects* (1999) illustrated that …

**Reference**

a) Anonymous. (Year). See guidelines for appropriate source type to complete citation.

b) Title/Title. (Year). See guidelines for appropriate source type to complete citation.

**Examples:**


### 6. CORPORATE (GROUP) AUTHOR

- Spell out all Corporate (Group) author names in full in the reference list entry.
- Abbreviations can be used in-text. Use the full Group Author name the first time in-text, followed by the abbreviation. Abbreviate the name for second and subsequent in-text citations (refer to example ‘c’).
- If a group author name consists of multiple levels of Government agencies, provide only the most specific level in the reference list entry.
- If individual author names appear on the title or cover page of the work, treat them as the author and use the Group name in the source element of the reference list entry.

**In-text**

(Organisation, Year)

**Examples:**

a) Church laws would show … (Church of England, 1877).

b) Nicotine has been shown … (Office of the Surgeon General, 1988).

c) Australian Bureau of Statistics (ABS, 2008) released … (first citation in-text)

ABS (2008) information … (second and subsequent citations)

**Reference**

Organisation Name. (Year). See guidelines for appropriate source type to complete citation.

**Examples:**

a) Church of England. (1877). *The church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in May 1877: With notes* (Talbot Collection of British Pamphlets). https://babel.hathitrust.org/cgi/pt?id=uiuo.ark:/13960/t0qr5116j&view=1up&seq=11


7. MULTIPLE WORKS BY SAME AUTHOR

- Arrange dates in order (oldest to newest) in the Reference list.
- Use suffixes after the year when there are multiple publications from the same year. The suffixes are assigned in the reference list where these kinds of references are listed in alphabetical order by title (article, chapter or complete work).
- Only use the year and the suffix in the in-text citation, even when the reference list entry has a more specific date (e.g. Year and season).

**In-text**

Example:

Studies suggest … (Clark, 2006a, Clark, 2006b, Clark, 2008).

**Reference**

Example:


8. DIFFERENT AUTHORS WITH SAME SURNAME

a) **Co-authors** – if co-authors share the same surname, use the standard author-date method of citation in-text.

b) **Separate works** – if the authors of separate works share the same surname, use the authors’ initials in-text.

**In-text**

a) A study found that … (Goldenberg & Goldenberg, 2013).

Goldenberg and Goldenberg (2013) found …


**Reference**


9. AUTHOR AS PUBLISHER

- If the author of a work is also the publisher, omit the name from the publisher element of the reference list entry.
### In-text

(Author Surname/Organisation, Year)

**Example:**

(American Psychiatric Association, 2001)

### Reference

Author Surname/Organisation, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

**Example:**


### 10. ACKNOWLEDGING TRANSLATORS, COMPILERS, EDITORS, REVISERS, OR ILLUSTRATORS

- If the author’s role remains of primary importance, editors, compilers, revisers, translators, or illustrators can also be acknowledged. Use abbreviations such as Ed., Comp., Rev., Trans., Illus.

### In-text

(Author Surname, Year)

**Example:**

Research in the field of environmental psychology… (Levy-Leboyer, 1979/1982).

### Reference

Author Surname, Initial. (Year). *Title*. (Initial. Surname, Role). *See guidelines for appropriate source type to complete citation.*

**Example:**


### 11. EDITED BOOK/COLLECTION

### In-text

(Editor Surname, Year)

**Example:**

Roy (2006) states that …

### Reference

Editor Surname, Initial. (Ed.). (Year). *See guidelines for appropriate source type to complete citation.*

**Example:**

### 12. AUTHORS CITING OTHER AUTHORS (SECONDARY CITATIONS)

- You must acknowledge both the primary and secondary source of information in-text. To do this, include the primary source first and then insert the words ‘as cited in’ before the secondary source (the secondary source is the one you are reading).
- In the Reference list, cite the secondary source only.

#### In-text

**Examples:**

Kelley (1978) stated … (as cited in Cauvin, 2018).

Public history refers to … (Kelley, 1978, as cited in Cauvin, 2018).

#### Reference

Author Surname, Initial. (Year). See guidelines for appropriate source type to complete citation.

**Example:**


### 13. TITLES SUCH AS JUNIOR, SENIOR, FOURTH

- The title is not included in-text. Include the title in the reference list.
- Use the following abbreviations:
  - Sr for Senior
  - Jr for Junior
  - II for Second
  - III for Third, and so on.

#### In-text

**Example:**

Selling properties … (Grau, 2016).

#### Reference

**Example:**


### 14. AUTHOR NAME SPELLING
a) When **author given names** are hyphenated, include a period after the first initial, followed by a hyphen and the second initial (with no spaces between these elements).

b) When **author surnames** are hyphenated (e.g. Garcia-Duque), write them as they appear on the source.

c) Two-part **author surnames** are also written as they appear on the source work.

### In-text

**Examples:**

a) Classroom teaching … (Chang et al. 2020).

b) The relationship between … (Florez et al. 2019).

c) Van de Poll (2013) warns that …

### Reference

**Examples:**


3. Variations in dates, editions, titles, DOIs and web addresses/URLs

This chapter includes guidelines for how to complete the part of the citation relating to dates, editions, titles, DOIs and web addresses. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide.

In this chapter:

<table>
<thead>
<tr>
<th>Specific dates</th>
<th>Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>No publication date</td>
<td>DOIs and URLs</td>
</tr>
<tr>
<td>Editions</td>
<td></td>
</tr>
</tbody>
</table>

1. SPECIFIC DATES

a) **Year** – use only the year for books, journals and audiovisual material.

b) **Including the month or season** – if a journal or newsletter does not use volume numbers, include the month or season in the reference list entry.

c) **Including the day** – for dailies and weeklies, include the day in the reference list entry.

• In-text, provide the year only, even when specific dates are provided in the reference list entry.

**In-text**

(Author Surname, Year)

**Examples:**

a) The environmental aspects of … (Calder, 2009).

b) Increased government support … (Clark, 2006).

c) In the 1960s … (USQ, 2017).

**Reference**

a) Author Surname, Initial. (Year). *Title*. Publisher.

b) Author Surname, Initial. (Year, Month/Season). *Title*. Publisher.

c) Author Surname, Initial. (Year, Month Day). *Title*. Publisher.

**Examples:**


2. NO PUBLICATION DATE

a) If the source does not include a date of publication, use n.d. in place of the year, which means ‘no date’.

b) When the year is not known but can be reliably estimated, use ‘ca.’ (the abbreviation for circa) before the date and use square brackets in the Reference list.

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) (Author, n.d.)</td>
</tr>
<tr>
<td>b) (Author, Estimated Year)</td>
</tr>
</tbody>
</table>

**Example:**

a) Free copyright licenses … (Creative Commons, n.d.).

b) Lloyd Webber’s (ca. 1970) musical …

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Author Surname, Initial. (n.d.). <em>See guidelines for appropriate source type to complete citation.</em></td>
</tr>
<tr>
<td>b) Author Surname, Initial. [ca. Estimated Year]. <em>See guidelines for appropriate source type to complete citation.</em></td>
</tr>
</tbody>
</table>

**Example:**

a) Creative Commons. (n.d.). *Share your work.* https://creativecommons.org/share-your-work/


3. EDITIONS

- For 2nd or later editions, include the edition number after the title, in brackets.

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author Surname, Year)</td>
</tr>
</tbody>
</table>

**Example:**

The American Psychiatric Association (2001) states …

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
</table>

**Example:**


4. TITLES
• If a title has two subtitles, use a colon between the title and subtitle and between the subtitle and the second subtitle.
• In the reference list, italicise the title of works that stand alone (e.g. books, e-books, reports, webpages). Do not italicise the title of works that are part of a greater whole (e.g. journal articles, book chapters, newspaper articles).

### In-text

**(Author Surname, Year)**

**Example:**

Church laws would show … (Church of England, 1877).

### Reference

**Author Surname/Organisation, Initial. (Year). Article title: Subtitle: Second subtitle. See guidelines for appropriate source type to complete citation.**

**Example:**

Church of England. Archdeaconry of Maidstone. (1877). *The church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in May 1877: With notes* (Talbot Collection of British Pamphlets).  
https://babel.hathitrust.org/cgi/pt?id=uiuo.ark:/13960/t0qr5116j&view=1up&seq=11

### 5. DOIs and URLs

- **a) DOI** – when a DOI is available, no further retrieval information is required. The doi should be in URL format: https://doi.org.xxx, with no full stop.
- **b) No DOI** – if you obtained the article through a USQ database, treat the article as if it were a print version: no URL required.
- **c) No DOI**, if you did not obtain the article via a USQ database, include the direct URL to the article, if available.

### In-text

**(Author Surname, Year)**

**Examples:**

a) A study states that … (Radford, 2001).

b) MacLean (2014) states that …

c) The survey found … (Brooks, 2002).


c) Author Surname, Initial. (Year). Article title. *Journal Title, Volume Number*(Issue Number), Page Range. URL

**Examples:**


4. Books, journal articles, newspaper articles

In this chapter:
- Books
  - Chapter in edited books including dictionaries and encyclopedias
- Journal articles, newspaper articles, magazine articles

1. BOOKS

   a) Print
   b) **Online (DOI)** – if a DOI is available, always use the DOI.
   c) **Online (no DOI)** – if you obtained access via a USQ database, treat it like a print version (no URL). Otherwise, use the URL.
   d) **E-book on an eReader** i.e. Kindle, Nook, Sony Reader. In the reference list, do **not** include the format, platform or device. The only exception to this is you include the format (i.e. Ebook) when the content differs from the book or audiobook, or if you quote from the ebook. In the source element of the reference, include the publisher name and the DOI (preference) or URL (i.e. where you downloaded the book from).
   e) **Musical score**

In-text

(Author Surname, Year)

**Examples:**
   a) Abbott (2008) states …
   b) A multidisciplinary approach … (Radanovic & Mansur, 2011).
   c) Film has its own conventions (Hughes-Warrington, 2007).
   d) Durant and Durant (2012) discuss …
   e) In Lloyd Webber’s (ca. 1970) musical …

Reference

   a) Author Surname, Initial. (Year). Title (Edition). Publisher.
   b) Author Surname, Initial. (Year). Title. Publisher Name. https://doi.org.xxx
   c) Author Surname, Initial. (Year). Title. Publisher Name. URL
   d) Author Surname, Initial. (Year). Title [Version]. https://doi.org.xxx / URL / Publisher.
   e) Composer Surname, Initial. (Year). Title. Publisher.

**Examples:**


### 2. CHAPTER IN EDITED BOOKS, INCLUDING DICTIONARIES AND ENCYCLOPEDIAS

- **a) Print**
- **b) Online** – individual chapters may have their own DOI.
- **c) Article from encyclopedia**

**In-text**

(Chapter Author Surname, Year)

**Examples:**

a) Morgan (1999) describes …

b) Jacobs and Hall (2002) consider the task …

c) The field of adult education … (Rubenson, 2010).

**Reference**

Chapter Author Surname, Initial. (Year). Title of chapter or entry. In Author/Editor Initial. Surname (Role abbrev.), Title of book (pp. Page Range of Chapter). Publisher. DOI/URL

OR

Subject / Term. (Year). Source Title. URL

**Examples:**


### 3. JOURNAL ARTICLES, NEWSPAPER ARTICLES, MAGAZINE ARTICLES
• Include the issue number where available.
• If the publication does not use volume, issue or page numbers, omit this information from the reference.
• For daily or weekly publications, include the day in the reference.

a) Print journal

b) Online journal – include a doi if available. If no doi, and the article was obtained using USQ databases, treat as from a print journal. Otherwise, include URL.

c) Print newspaper – provide the page number/s at the end of the reference.

d) Online newspaper

e) Magazine

f) Reviews and peer commentary – identify the type of medium being reviewed in square brackets. If the details of the item being reviewed are clear from the title of the review, no additional explanatory information is needed. If the review is unttled, use the bracketed information as the title.

g) Abstract

h) Advance online publication

### In-text

(Author Surname, Year).

**Examples:**

a) Coltheart and Prior (2006) discussed …

b) MacLean (2014) states that …

c) Murray (2001) stated …

d) … was recently discovered … (Conor, 2018).

e) The frogs are … (Beemster, 2008).

f) Boyd (2010) reviewed Carey’s …

g) Pedder and Opfer (2010) state that …

h) Diecklemann et al. (2011) argues ….

### Reference

Author Surname, Initial. (Year). Article title. *Journal Title, Volume Number*(Issue Number), Page Range.

**Examples:**


5. Web documents, websites and other electronic media

In this chapter:

<table>
<thead>
<tr>
<th>Website home page</th>
<th>Web document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web page</td>
<td>Wiki</td>
</tr>
</tbody>
</table>

The goals of a citation to an online source are to credit the author/creator and to enable the reader to find the material.

When citing Internet sources, observe the following guidelines:

- Follow previous sections for format of who (author), when (date) and what (title) elements.
- For the ‘where’ element, direct readers as closely as possible to the information; whenever possible, reference specific documents rather than the home or menu pages.
- The author of a website is usually the person or organisation responsible for the site.
- Include retrieval dates only when the source material is likely to change over time (e.g. Facebook page, Twitter profile, a Google Map) and the webpage is not archived.
- If the source undergoes regular revision, the date for the most recent update should be used.
- It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number).
- The medium or format can be entered after the title (before the full stop) in square brackets.
- When using direct quotes for sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation ‘para.’ (e.g. Broome & Davies, 1999, para. 5). Alternatively, provide a heading or section name, or a heading or section name with a paragraph number.
- When you are referring to specific information from a web page or web document within the text of an assignment, you must provide an author-date citation. If you are citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document. If you cite information from more than one page within the same website, you will need to create a separate item in your reference list for each page.
- If you are mentioning a website in passing, you do not need to include an entry in the reference list. Give the website name in-text, and include the URL in parentheses, rather than the usual author-date component.

1. WEBSITE HOME PAGE

   a) **Mentioning website in passing** – In-text, include the website name. Provide the URL in parentheses. A reference list entry is not required.

   b) **Mentioning specific information available on the home page.** If the information is likely or intended to change, include the date you retrieved the information. If the author name and the website name are the same, omit the website name from the reference list entry.

In-text

Examples:
a) Comprehensive information about the University of Southern Queensland can be found on the University’s website (https://www.usq.edu.au/).

b) USQ offers flexible study options (USQ, 2019).

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) No entry in the reference list</td>
</tr>
<tr>
<td>b) Author Surname/Organisation, Initial. (Year). Title of work. Website Name. Retrieved Month Day, Year, from URL</td>
</tr>
</tbody>
</table>

**Examples:**

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) No entry in the reference list</td>
</tr>
</tbody>
</table>

### 2. WEB PAGE

- Use this example for pages within a website
- Include a retrieval date only if the information is likely or intended to change over time.
- If the author name and the website name are the same, omit the website name from the reference list entry.

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author Surname, Year)</td>
</tr>
</tbody>
</table>

**Example:**

Project work challenges …. (University of Southern Queensland, 2020).

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname/Organisation, Initial. (Year). Title of the work. Website Name. Retrieved Month Day, Year, from URL</td>
</tr>
</tbody>
</table>

**Example:**


### 3. WEB DOCUMENT

- Treat the same as a web page.
- If there is a document number (i.e. for a report), and it is not formally a part of the title, it can be included after the title, within parentheses. Do not use italics for a document number.

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author Surname, Year)</td>
</tr>
</tbody>
</table>

**Example:**
Many students … (Hillman, 2005).

Teacher registration … (Queensland College of Teachers, 2017).

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname, Initial. (Year). <em>Title of the work</em>. Website Name. URL</td>
</tr>
<tr>
<td>Example:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. WIKI</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Long topic titles can be shortened in the in-text citation.</td>
</tr>
<tr>
<td>• In-text, use double quotation marks around the Title of Wiki Topic.</td>
</tr>
<tr>
<td>• If an archived version of a wiki page is available (as is the case with Wikipedia pages) cite the archived version (no retrieval date is required). If there is no archived version of the wiki page you are citing, include the URL and the date you retrieved the information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(“Title of Wiki Topic,” Year)</td>
</tr>
<tr>
<td>Example:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Wiki Topic. (Year, Month Day). In <em>Title of Wiki</em>. Retrieved Month Day, Year from URL</td>
</tr>
<tr>
<td>Example:</td>
</tr>
</tbody>
</table>
6. Government publications

In this chapter:

Reports

Australian Bureau of Statistics

1. REPORTS

- Follow guidelines for Corporate (Group) Author and for Books, with the inclusion of a Report or Reference Number if available.
- For reports prepared for the government department, include individual author names only when they are included on the cover or title page. In this instance, include them as authors and the government department as the publisher (unless stated otherwise).
- If the author name and the publisher name are the same, omit the publisher name from the reference list entry.

In-text

(Government Department Name/Author Surname, Year)

Examples:

Higher education has … (Commonwealth Department of Education, Science and Training, 2002).

Recreational hunting … (RM Consulting Group, 2019).

Reference

Government Department Name. (Year). Title of report (Reference Number). Publisher Name. DOI/URL

Examples:


2. AUSTRALIAN BUREAU OF STATISTICS

- Follow guidelines for Corporate (Group) Author

In-text

(Australian Bureau of Statistics, Year).

Example:

Of the total … (Australian Bureau of Statistics, 2016).
<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Bureau of Statistics. (Year). Title (Catalogue Number). URL</td>
</tr>
</tbody>
</table>

**Example:**

7. Social media and blogs

In this chapter:

<table>
<thead>
<tr>
<th>Blog post</th>
<th>Instagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog post comment</td>
<td>Twitter</td>
</tr>
<tr>
<td>Facebook</td>
<td></td>
</tr>
</tbody>
</table>

- Retain any nonstandard spelling and capitalisation in the post and include hashtags and emojis.
- Make a note of any audiovisual material included in the post (e.g. photographs, videos) in square brackets after the title.

1. BLOG POST

- If you are unable to locate the author’s name, use their handle/account name.

In-text

(Author Surname/Alias, Year)

Example:

Sinnamon (2019) states that …

Reference

Author Surname/Alias, Initial. (Year, Month Day). Title of post. Title of Blog. URL

Example:


2. BLOG POST COMMENT

- The author is the person who left the blog post comment. If you are unable to locate the author’s name, use their handle/account name.
- Where possible, provide the URL that will lead the reader directly to the blog post comment.

In-text

(Author Surname/Alias, Year)

Example:
<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname/Alias, Initial. (Year, Month Day). Up to the first 20 words of the comment [Comment on the blog post “Blog post title”]. Title of Blog. URL.</td>
</tr>
</tbody>
</table>

**Example:**

Marin. (2019, May 6). Thank you, Michael, for your PSA [Comment on the blog post “Feel a neck lump? See your doctor”]. Mdbcancerjourney. https://mdbcancerjourney.com/2019/05/06/feel-a-neck-lump-see-your-doctor/#comment-2063

---

### 3. FACEBOOK

- If you are unable to locate the author’s name, use their handle/account name.
- Note any audiovisual material included in the post (e.g. photographs, videos) in square brackets after the title.

**In-text**

(Author Surname, Year)

**Example:**

In a recent announcement … (Gillard, 2011).

**Reference**

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). Content or caption of the post (up to 20 words) [Format]. Website Name. URL.

**Example:**

Gillard, J. (2011, November 11). The PM has announced the Labor Government is prepared to provide over $2 billion [Status update]. Facebook. https://www.facebook.com/juliagillard/posts/263639040354656

---

### 4. INSTAGRAM

- If you are unable to locate the author’s name, use their handle/account name.

**In-text**

(Author Surname, Year)

**Example:**

In the 60s … (USQ, 2017).

**Reference**

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). Content or caption of the post (up to 20 words) [Format]. Website Name. URL.
## 5. Twitter

- If you are unable to locate the author’s name, use their handle/account name.

### In-text

{(Author Surname, Year)}

**Example:**

According to Pietsch (2018) …

### Reference

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). *Content or caption of the post (up to 20 words)* [Format]. Website Name. URL

**Example:**

8. Legislation and legal authorities

In this chapter:

- Legislation (includes Acts and Bills)
- Legal authorities (Cases)

- The following examples are for the Australian jurisdiction only. For more comprehensive information and other jurisdictions, see the Bluebook:


- Use the following Australian jurisdiction abbreviations:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth</td>
<td>Cth</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>ACT</td>
</tr>
<tr>
<td>New South Wales</td>
<td>NSW</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>NT</td>
</tr>
<tr>
<td>Queensland</td>
<td>Qld</td>
</tr>
<tr>
<td>South Australia</td>
<td>SA</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Tas</td>
</tr>
<tr>
<td>Victoria</td>
<td>Vic</td>
</tr>
<tr>
<td>Western Australia</td>
<td>WA</td>
</tr>
</tbody>
</table>

1. LEGISLATION: INCLUDES ACTS AND BILLS


b) Bills – do not italicise the title.

In-text

a) Title of the Act Year (Jurisdiction Abbreviation)

b) Title of Bill Year (Jurisdiction Abbreviation)

Example:

a) … according to s 15 of the Anti-Discrimination Act 1991 (Qld).

b) The Interactive Gambling Bill 2001 (Cth) …
2. LEGAL AUTHORITIES (CASES)

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Case Party v Case Party, Year)</td>
</tr>
<tr>
<td>Case Party v Case Party (Year)</td>
</tr>
</tbody>
</table>

Example:

In Mabo v Queensland (1988), it was argued that …

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Party v Case Party (Year) Volume Number Reporter Abbreviation First Page (Country Abbreviation).</td>
</tr>
</tbody>
</table>

Note: The addition of a URL at the end of the citation if the case was retrieved online is optional.

Example:

Mabo v Queensland (1988) 166 CLR 186 (Austl.).
9. Non-government reports

In this chapter:

Non-government reports

Treat reports as books or web documents, and include a report number where available.

<table>
<thead>
<tr>
<th>1. NON-GOVERNMENT REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow guidelines for Corporate (Group) Author, and for Books, with the inclusion of a Report or Reference Number if available.</td>
</tr>
<tr>
<td>• For online reports, identify the publisher in the source element of the reference unless the publisher is also identified as the author.</td>
</tr>
<tr>
<td>a) Business</td>
</tr>
<tr>
<td>b) Society, group or committee</td>
</tr>
<tr>
<td>c) Technical or research report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author Surname/Organisation, Year)</td>
</tr>
<tr>
<td>Examples:</td>
</tr>
<tr>
<td>a) Revenue was … (BHP Billiton, 2018).</td>
</tr>
<tr>
<td>b) Emergency services … (Beyond Blue Ltd., 2018).</td>
</tr>
<tr>
<td>c) Aslin and Russell (2008) state that …</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname/Organisation, Initial. (Year). Title (Report no.). Publisher Name. <a href="https://doi.org.xxx">https://doi.org.xxx</a> / URL</td>
</tr>
<tr>
<td>Examples:</td>
</tr>
</tbody>
</table>
## 1. STANDARDS

### In-text

(Names of Standards Organisation, Year)

**Example:**

Dimensional requirements … (Standards Australia & Standards New Zealand, 2018).

### Reference

Name of Standards Organisation. (Year). *Title of standard* (Standard number). Database Name. URL

**Example:**


## 2. PATENTS

### In-text

(Inventor, Year of Issue)

**Example:**

The invention … (Vandenbossche, 1977).

### Reference


**Example:**

# 11. Conference papers and proceedings

In this chapter:

- Published papers
- Unpublished papers

- When citing from a one-off proceeding, use the same format as for a book or book chapter.
- For regularly published proceedings use the same format as journal articles.

## 1. PUBLISHED PAPERS

- Capitalise the names of symposia, conferences, and meetings.
  
  a) **One-off**
  
  b) **Regularly published**

**In-text**

(Author Surname, Year)

**Examples:**

a) Information literacy can be … (Hughes, 2002).

b) Connectivity exists for … (Kozkovski & Van Strien, 2009).

**Reference**


**Examples:**


## 2. UNPUBLISHED PAPERS

- The date provided in the reference list entry should be the full date range of the conference rather than the specific date the paper was presented.
### In-text

(Author Surname, Year)

**Example:**

... job strains were ... (Liu et al., 2008).

### Reference

Author Surname, Initial. (Year, Month, Date Range). *Paper title* [Format]. Conference Title, Conference Location. DOI/URL

**Example:**

# 12. Theses and dissertations

## In this chapter:

- Theses and dissertations

## 1. THESES AND DISSERTATIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Unpublished</td>
<td></td>
</tr>
<tr>
<td>b) Published – retrieved from a database</td>
<td></td>
</tr>
<tr>
<td>c) Published – retrieved from the web</td>
<td></td>
</tr>
</tbody>
</table>

### In-text

**(Author Surname, Year)**

**Example:**

a) In his data structures thesis … (Swinton, 1984).

b) In a recent study … (Murray, 2008).

c) Recent studies (McDonald, 2007) suggest …

### Reference

<table>
<thead>
<tr>
<th>Type</th>
<th>Format</th>
</tr>
</thead>
</table>

**Example:**


13. Audiovisual material

In this chapter:
- Film
- TV or radio
- Audio

- Indicate the format in square brackets (e.g. Film, TV series episode, Podcast, Artwork, Photograph.)

<table>
<thead>
<tr>
<th>1. FILM</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) <strong>Film</strong> – treat the director as author. If the director is unknown, credit someone in a similar role (e.g. producer).</td>
</tr>
<tr>
<td>b) <strong>Streaming video</strong> – treat the individual or the group who uploaded the video as the author. The format in the reference list entry is given as ‘video’ rather than ‘streaming video.’</td>
</tr>
<tr>
<td>c) <strong>YouTube</strong> – treat the individual or the group who uploaded the video as the author.</td>
</tr>
</tbody>
</table>

To include a direct quote from an audiovisual source, provide a time stamp for the place in the film or streaming video etc. that the quote begins (refer to example ‘b’)

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Producer Surname, Year)</td>
</tr>
</tbody>
</table>

**Examples:**
- b) The documentary profiles … (Paor & Thompson, 2018, 1:36).
- c) Long-term memory is … (PsychExamReview, 2017).

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Surname, Initial (Role). (Year). <em>Title</em> [Format]. Studio / URL</td>
</tr>
</tbody>
</table>

**Examples:**

<table>
<thead>
<tr>
<th>2. TV OR RADIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) <strong>Program</strong></td>
</tr>
</tbody>
</table>

43
b) **Series** – if the series is broadcast over a number of years, include this information in the date element of your reference list entry (e.g. 2010-2013).

c) **Single episode in series** – each separate episode of a TV or Radio series will have its own title (similar to each chapter in an edited book). Include the Director and Writer in the author element of your reference list entry (or similar roles if these aren’t available).

### In-text

(Author Surname, Year)

**Examples:**

a) Julie Bishop stated … *(The Project*, 2019).

b) (Gunton, 2009)

c) The Queen was portrayed… *(Caron & Morgan, 2019).*

### Reference

a) Author Surname, Initial. (Role). *(Date Aired Year, Month Day).* Title [Format]. TV Network.

b) Author Surname, Initial. (Role). *(Year).* Title of series [TV series]. TV Network.

c) Author Surname, Initial. (Role). *(Date Aired Year, Month Day).* Title of episode (Season No., Episode No.) [TV series episode]. In Author Initial. Surname (Role), *Title of series*. Production Company.

**Examples:**


### 3. AUDIO

a) **Podcast episode** – include the host in the Author element of your reference list entry. Include the episode number after the title, if available. For video podcast use [Video podcast] as the format.

b) **Recording from a music album – classical work.** Include the composer name as the author. In the reference list, add the name of the artist who recorded the track after the title in square brackets. Add the year the track was composed at the end of the reference if different from the publication date of the track.

c) **Recording from a music album – other recordings.** Include the recording artist name as the author for tracks that are not classical works. In the reference list, add the format ‘song’ after the title in square brackets.

### In-text

a) (Author Surname, Year)

b) (Composer Surname, Year of Composition/Publication Year)

c) (Recording Artist Surname, Year)
Examples:

a) The main factors … (Seega & Swan, 2008)

b) Mozart’s serenade … (Mozart, 1787/2001)

c) “Bird on the wire” … (Barnes & Cassar-Daley, 2005)

Reference

a) Author Surname, Initial. (Role). (Year, Month Day). Title of podcast episode (Podcast Episode Number) [Format]. In Title of Podcast. Production Company. URL

b) Composer Surname, Initial. (Year). Title of recording [Song recorded by Artist Name (if different from Composer)]. On Title of Album. Music Label. (Year of Composition)


Examples:


14. Images including tables, figures, graphs, maps, charts and datasets

In this chapter:

- Fair dealing (copyrighted)
- Image (figure/table) you created yourself
- Reproducing with permission
- Personal photograph
- Creative Commons (CC) licence
- Online photograph
- Presentation slides

- When referencing an image, treat it as you would a direct quote and include the page number/s. If you are mentioning an image but not reproducing or adapting it in your paper, follow the referencing guidelines for the type of source the image is displayed in.

- If you are reproducing or adapting an image, you have the right to use copyrighted material in assignments, theses and other coursework, under the Fair Dealing provision of the Copyright Act. Fair Dealing allows you to copy ‘reasonable portions’ of material for research, study, criticism or review.

- If you wish to use more than a reasonable portion of a copyrighted work, you must obtain written permission from the copyright owner.

- Reproduced or adapted images must be accompanied by a copyright statement. The statement will vary slightly dependent on the type of source, but in general, the information should appear in the following order:
  - Title, author, year of publication, source, year or copyright, name of copyright holder (permission statement if necessary).

- Include a reference list entry for the source of the image.

- If you are unable to determine whether an image is copyrighted, assume that it is.

- In the text of your assignment, refer to tables and figures by their number (e.g. As shown in Table 7, the confidence limits…). Images are numbered in the order in which they are first mentioned in text.

- Images are numbered with the word ‘Table’ or ‘Figure’, followed by the table or figure number (in bold type and set flush left). The table or figure title is presented in italics and title case one double spaced line under the Table/Figure number.

- For Researchers who have questions about reproducing or adapting images or tables for inclusion in publications, please contact your Research Librarian at ResearchSupportTeam@usq.edu.au

1. FAIR DEALING (COPYRIGHTED)

   a) Book
   b) Journal article
   c) Website

- The medium or format can be entered after the title (before the full stop) in square brackets (for an example, see ‘Presentation Slides’ below).

- Place the copyright statement:
  - at the end of the table note if the image is a table
In-text

a) From [or Adapted from/Data in column 1 are from] *Title of Book* (Edition or Volume, p. Page Number), by Author Initial. Surname, Year, Publisher (DOI or URL). Copyright Year by Copyright Holder First Name Surname.

b) From [or Adapted from/Data in column 1 are from] “Title of Article,” by Author Initial. Surname, Year, *Title of Journal, Volume*(Issue), p. Page Number (DOI or URL). Copyright Year by Copyright Holder First Name Surname.

c) From [or Adapted from/Data in column 1 are from] *Title of Web Page*, by Author Initial. Surname, Year, Website Name (DOI or URL). Copyright Year by Copyright Holder First Name Surname.

**Examples:**


**Reference**

Reference as usual for the source type where the image was taken.

**Examples:**


**2. REPRODUCING WITH PERMISSION**

- Follow guidelines as above, but include a permission statement, and comply with any attribution request from the copyright holder.
- Only include a permissions statement if permission was sought and granted.

**In-text**

From [or Adapted from/Data in column 1 are from] *Title of Book* (Edition or Volume, p. Page Number), by Author Initial. Surname, Year, Publisher (DOI or URL). Copyright Year by Copyright Holder First Name Surname. Reprinted/Adapted with permission.

**Example:**
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>Reference as usual for the source type where the image was taken. Example: Spickard, J. V. (2017) Research basics: Design to data analysis in 6 steps. SAGE.</td>
</tr>
<tr>
<td>4. PRESENTATION SLIDES</td>
<td>In-text (Author Surname/Organisation, Year) Example: Correct usage … (OWL at Purdue University, n.d.). Reference Example: Author Surname/Organisation, Author Initial. (Year). Title [Slide format]. Publisher. URL Example: OWL at Purdue University. (n.d.). Conquering the comma [PowerPoint slides]. <a href="https://owl.purdue.edu/owl/general_writing/punctuation/conquering_the_comma_presentation.html">https://owl.purdue.edu/owl/general_writing/punctuation/conquering_the_comma_presentation.html</a></td>
</tr>
<tr>
<td>5. IMAGE (FIGURE/TABLE) YOU CREATED YOURSELF</td>
<td>In-text</td>
</tr>
</tbody>
</table>
• Your in-text citation consists of providing an accurate and detailed description of the image, usually in the form of a title.

   Example:

   Table 1

   Differences Between Investor and Grower Perspectives

Reference

• You do not need an entry in the reference list, but you must include detailed information with the image in-text.

6. PERSONAL PHOTOGRAPH

In-text

   (Photographer Initial. Surname, personal photograph, Month Day, Year)

   Example:

   (M. A. Toby, personal photograph, May 2, 1987)

Reference

• A personal photograph is a form of Personal Communication and does not require an entry in the Reference List.

7. ONLINE PHOTOGRAPH

In-text

   • Follow guidelines above if reproducing image.
   • Otherwise:

     (Photographer Surname, Year)

   Example:

   The photograph depicts … (Schmidt, 1947).

Reference

   Photographer Surname, Initial. (Year, Month Day). Title [Photograph]. Website where photo was retrieved. URL

   Example:

15. Computer software and apps

In this chapter:

- Computer programs or software
- Apps

- If you mention standard software, programming languages or apps (but do not quote or paraphrase from them) provide the name of the software (and the version number if helpful) in-text. Reference list entries are not required.

- If you mention specialised software, programming languages or apps which your audience is unlikely to be familiar with, include an in-text citation and reference list entry.

- If you quote or paraphrase from any software (standard or specialised) or apps, provide an in-text citation and a reference list entry.

1. COMPUTER PROGRAMS OR SOFTWARE

- Italicise the name of computer software or programming languages in the reference list entry. Do not italicise them in-text.

In-text

(Author Surname/Organisation, Year)

Example:

ClinTools statistical software … (Devilly, 2005).

Reference

Author Surname/Organisation, Initial. (Year). Title (Version) [Computer Software/Language/Program]. Publisher. URL

Example:


2. APPS

- For apps where the information you are using is built in to the app, use the example here.

- For apps that merely provide access to external information (e.g. Spotify), follow guidelines for the type of source being accessed (e.g. audio).

- Italicise the name of apps in the reference list entry. Do not italicise them in-text.

In-text
Example:
3D Engineering Animations + can be used … (Kokare, 2019).

Reference

Author Surname/Organisation, Initial. (Year). Title (Version) [Mobile app]. Site where app was downloaded. URL

Example:
16. Personal communications

In this chapter:

Personal communications

- Personal communications may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, posts or updates from social media accounts that are not publicly accessible, or photographs, images, tables or data that you created yourself.

- Personal communications are usually non-recoverable from the reader’s perspective and are not to be included in the Reference List, but should be cited in-text as they are referred to.

- Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

- Lecture notes are treated as personal communication if they are unpublished (i.e. not copied and distributed in print or on the Internet with the instructor’s permission).

1. PERSONAL COMMUNICATIONS

   a) General
   b) Photograph

In-text

(Correspondent Initial. Surname, personal communication, Month Day, Year)

   Examples:

   a) O. Sorenson (personal communication, May 29, 2018)

   b) (M. A. Toby, personal photograph, May 2, 1987)

Reference

No entry.
17. Pamphlet/brochure/fact sheet

In this chapter:
- Pamphlet/brochure/fact sheet

<table>
<thead>
<tr>
<th>1. PAMPHLET/BROCHURE/FACT SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Pamphlet or brochure</td>
</tr>
<tr>
<td>b) Fact sheet</td>
</tr>
</tbody>
</table>

In-text

(Author Surname/Organisation, Year)

Examples:

a) The program is available … (USQ, 2019).

b) The Anti-Discrimination Board of NSW (2017) outline …

Reference

Author Surname/Organisation, Initial. (Year). Title [Format]. Website Name. URL

Examples:


Consultation with University stakeholders is currently underway to discuss the inclusion of Indigenous works in our USQ referencing guides. The purpose of this consultation will be to show respect to Aboriginal and Torres Strait Islander cultural beliefs and practices and to develop referencing examples that give proper credit and acknowledgment to Indigenous people for their role in the development of Indigenous cultural material. If you need assistance to reference Indigenous works prior to the inclusion of examples in the USQ referencing guides, please contact the Library.
19. USQ teaching materials

In this chapter:

<table>
<thead>
<tr>
<th>Lecture notes and handouts</th>
<th>Other online course material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customised publications</td>
<td>Online course reading</td>
</tr>
<tr>
<td>Recorded lecture</td>
<td>Online forum or discussion group</td>
</tr>
</tbody>
</table>

StudyDesk resources:

- When citing books, book chapters, journal articles, webpages and other resources that can be accessed independently of the StudyDesk platform (e.g. by members of the public), follow the guidelines for the particular reference type in other areas of this guide.

- When citing resources that can only be accessed by USQ staff and students on StudyDesk, follow the guidelines for the reference type in other areas of this guide. However, include the StudyDesk homepage URL in the source component of the reference list entry. For example, to cite a PowerPoint slide available only on StudyDesk, construct your reference list entry using the example in the ‘Presentation Slides’ area of this guide and include the StudyDesk homepage URL as the final component of your reference list entry.

1. LECTURE NOTES AND HANDOUTS

- These are treated like personal communication if they are your own notes or unpublished. Lecture notes are considered published if they have been copied and distributed in print or online with the instructor’s permission.

- If author’s name is unknown, move the title to the author position and italicise the title in-text.

In-text

(Faculty/Author Surname, Year)

(Document Title, Year)

Examples:

The financial focus of … (Lewis, 2011).

(EDC1300 Course Notes, 2011)

Reference

Faculty/Author Surname, Initial. (Year). Document title. Name of Site. URL of StudyDesk homepage.

Example:


### 2. CUSTOMISED PUBLICATIONS

- In-text, give the year of the original source first, followed by the year of the custom publication (separated by a slash).
- In the reference list entry, give details of the custom publication first, followed by the original source in parentheses.
- When using page numbers, use the page numbers of the book of readings.

**In-text**

Author Surname/Organisation, Year)

**Example:**

The staff resource … (Mishkin & Eakins, 2012/2012).

**Reference**


**Example:**


### 3. RECORDED LECTURE

- Follow guidelines for citing a podcast.

**In-text**

(Author Surname, Year)

**Example:**

Reading strategies…. (Petersen, 2011).

**Reference**

Author Surname, Initial. (Role). (Year, Month Day). Title of podcast [Format]. Site Name. URL

**Example:**


### 4. OTHER ONLINE COURSE MATERIAL

- Identify the source type and follow guidelines for that type.
### 5. ONLINE COURSE READING

a) When citing **course readings that can be accessed independently of the StudyDesk platform** (e.g. by members of the public), follow the guidelines for the particular reference type in other areas of this guide.

b) When citing **resources that can only be accessed by USQ staff and students on StudyDesk**, follow the guidelines for the reference type in other areas of this guide. However, include the StudyDesk homepage URL in the source component of the reference list entry.

#### In-text

(Author Surname, Year)

**Example:**

a) The key to finding hope … (Bolles, 2013).

a) A study states that … (Radford, 2001).

b) The tripartite model … (Lynch, 2019).

#### Reference

Identify the source type and follow guidelines for that type.

**Examples:**


### 6. ONLINE FORUM OR DISCUSSION GROUP

- If a full name is not available, use the account name.

#### In-text

(Author Surname, Year)

**Example:**

Smith (2018) suggests …

#### Reference

**Example:**

Author Surname, Initial. (Year, Month Day). *Title of post* [Online forum]. Name of Site. URL of StudyDesk homepage.
20. Other

In this chapter:

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview</td>
<td>Your own previous assignment</td>
</tr>
<tr>
<td>Press release</td>
<td>Realia</td>
</tr>
<tr>
<td>Speech</td>
<td>Birth, death and marriage certificates</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>Artwork</td>
</tr>
</tbody>
</table>

1. INTERVIEW

Identify the type of source and follow guidelines for citing that type (e.g. if the interview was recorded and saved as a podcast, cite it as you would a podcast).

a) Transcript of recorded interview (recording not accessible) – use date transcript created.

b) Recorded and available in Archive

c) Personal – if non-recoverable for the reader, treat as a personal communication.

In-text

(Interviewee Surname, Year)

Examples:

a) Schooling in the 30s … (Gammage, 1983).

b) Nicholas-Borg (1991) states …

c) O. Sorenson (personal communication, May 29, 2018)

Reference

a) Interviewee Surname, Initial. (Year, Month Day). Title [Format]. Name of Collection/Series (Reference number). Name of Repository: Location.

b) Interviewee Surname, Initial. (Year, Month Day). Title [Format]. Name of Repository, Location.

Examples:


c) No entry

2. PRESS RELEASE
### In-text

(Surname, Year)

**Example:**

The plan provides … (Morrison & Hunt, 2019).

### Reference

Author Surname, Initial. (Year, Month Day). *Title* [Press release]. Publisher. DOI/URL

**Example:**


### 3. SPEECH

- For a speech you attended, with no available recording/ transcript, reference as a personal communication. Otherwise, determine the source type you are referring to and follow guidelines for referencing the source.

### In-text

(Author Surname, Year)

**Example:**

The Prime Minister stated … (Morrison, 2019).

### Reference

Author Surname, Initial. (Year). *Title of work where speech is from*. Publisher. DOI/URL

**Example:**


### 4. MANUSCRIPTS

a) **Unpublished manuscript** – include the Department name and the University name if available.

b) **Manuscript in an archive/repository**

- Follow up on these if practical to ensure you are referring to the most current version, possibly the final publication.

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname, Year)</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td>The plan provides … (Morrison &amp; Hunt, 2019).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname, Initial. (Year, Month Day). <em>Title</em> [Press release]. Publisher. DOI/URL</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. SPEECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For a speech you attended, with no available recording/ transcript, reference as a personal communication. Otherwise, determine the source type you are referring to and follow guidelines for referencing the source.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text</th>
</tr>
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<tbody>
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<td>(Author Surname, Year)</td>
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<tr>
<td><strong>Example:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4. MANUSCRIPTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) <strong>Unpublished manuscript</strong> – include the Department name and the University name if available.</td>
</tr>
<tr>
<td>b) <strong>Manuscript in an archive/repository</strong></td>
</tr>
<tr>
<td>• Follow up on these if practical to ensure you are referring to the most current version, possibly the final publication.</td>
</tr>
</tbody>
</table>
(Author Surname, Year)

**Example:**

a) Sports equipment was found … (Geisel, n.d.).

b) As discussed in Nicholas-Borg (1969) …

### Reference

a) Author Surname, Initial. (Year). *Title*. [Unpublished manuscript / Manuscript submitted for publication / Manuscirpt in preparation]. Institution/University Department Name, Institution/University Name.

b) Author Surname, Initial. (Year). *Title*. Database Name/Archive Name. DOI/URL

**Example:**


### 5. YOUR OWN PREVIOUS ASSIGNMENT

**In-text**

(Your Surname, Year)

**Example:**

Smith (2018) states that …

### Reference

Your Surname, Initial. (Year). *Title of assignment*. [Unpublished manuscript]. Institution/University Department Name, Institution/University Name.

**Example:**


### 6. REALIA

- Follow guidelines for books, but use appropriate format in square brackets.
- For unknown author, a shortened title can be used in-text.
- In-text, use title case for the title.

  a) **Game**
  
  b) **Flashcard**
  
  c) **Realia**

**In-text**
Examples:

- Activities such as … *(Fractions are as Easy, 1985).*
- Puzzles develop logical thinking … *(Zupelz – Orange, n.d.)*
- Hands-on activities … *(Measuring Cylinders, n.d.)*

### Reference


OR

*Title [Format]*. (Year). Producer.

Examples:


### 7. BIRTH, DEATH AND MARRIAGE CERTIFICATES

- Obtained from the holding Repository directly
- Obtained from a subscription database

- Description of source should be as accurate as possible so that the reader may locate the same copy you are citing.
- Common examples for ‘description of source’ include:
  - certified copy
  - digital download
  - digitised copy
  - index
  - user-generated tree
  - database entry

### In-text

- Example:
  - James was born in Mulgrave ("James Allister," 1866).
  - They married in 1877 ("Owen Johnson and Elizabeth Raymen," 1877).

### Reference

“Person’s Full Name”. (Year of event). *Birth/Death/Marriage certificate of person’s Full Name/s, Month Day*
Year of event (Reference number, Location of Register if different from Location of your source) [Description of source]. Site Name. DOI/URL

Examples:


8. ARTWORK

a) In gallery

b) In exhibition

• Unless it is an important part of your discussion, a simple description, such as painting, installation, or sculpture is adequate. Dimensions and/or specifics of materials are not required.

In-text

(Artist Surname, Year)

Example:

a) In The Cypriot (Dobel, 1940) …

b) Time (Andrew, 2012) is an example …

Reference

a) Artist Surname, Initial. (Year). Title of artwork [Description]. Name of Gallery, Gallery Location.

b) Artist Surname, Initial. (Year). Title of artwork [Description]. Name of Gallery, Gallery Location.

Example:


21. Sample reference list

A sample reference list is presented below to demonstrate the format of a reference list in APA 7 style. For specific guidelines on preparing a reference list, refer to the section ‘Formatting the reference list’ in Chapter 1 of this guide.

References


“Owen Johnson and Elizabeth Raymen”. (1877). Marriage certificate of Owen Johnson and Elizabeth
Raymen, February 11 1877 (p78/jn1/085, London Metropolitan Archives) [Index]. Ancestry.
https://www.ancestry.com/

https://usqstudydesk.usq.edu.au/

https://www.youtube.com/watch?v=WK4TeETxwdM